

**DELAWARE DEPARTMENT OF JUSTICE**

**CASUAL/SEASONAL JOB OPENING**

Opening Date: November 20, 2018

Closing Date: November 29, 2018

**CASUAL/SEASONAL - Administrative Assistant**  
**Criminal Division, Misdemeanor Trial Unit**  
**Kent County**

This is a Casual/Seasonal position (37.5 hours per week) without benefits. Work hours are 8:00 a.m. to 4:30 p.m. Salary will be commensurate with experience. *There is an immediate need to fill this position.*

An Administrative Assistant is needed to provide clerical/administrative support to Deputy Attorneys General prosecuting crimes in the Criminal Division, Misdemeanor Trial Unit (Court of Common Pleas), in Kent County. In addition to general administrative support, duties are to include copying, data entry, setting up files, running criminal record checks, typing various information; requesting reports, collating information, and coordinating scheduling, answering discovery, managing calendars, filing documents and preparing subpoena lists. This position will also be part of the rotation schedule as back up coverage to the main Receptionist in the event of an absence.

**Minimum Qualifications:**

Must be proficient in Microsoft Word. Must be detail oriented and well organized with the ability to pay attention to detail while working in a fast-paced environment. Must possess excellent spelling, grammar and proofreading skills; excellent written and verbal communication skills. Must be able to interact professionally with members of the public, including victims, defendants and defense attorneys. Must be able to answer telephones and take accurate messages.

Knowledge of DELJIS, LEISS and Enforcer is helpful but is not required. Training will be provided for those systems.

**Internal Delaware Department of Justice Applicants:** Please submit an updated Resume or summary of work experience to the Director of Human Resources.

**External Applicants:** In order to be considered for this position, external applicants must submit Resume and the Delaware Department of Justice Application (please see link):  
<http://attorneygeneral.delaware.gov/executive/hr/job-application/>

**OR external applicants can mail Resume and the Delaware Department of Justice Application to:**  
Delaware Department of Justice, Human Resources, 820 N. French Street, 6<sup>th</sup> Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@state.de.us OR Fax to: 302-577-5866. EOE.